



**CITY AND COUNTY OF DENVER**  
Career Service Authority  
201 W Colfax Ave, Dept 412, Wellington E.  
Webb Municipal Office Building  
Denver, CO 80202

<http://www.denvergov.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Emergency Management Logistics Specialist (Emerg Mgmt Coordinator)**

*An Equal Opportunity Employer*

**SALARY**

\$46,440.00 - \$74,088.00 Annually

**OPENING DATE:** 07/27/06

**CLOSING DATE:** 08/18/06

**THE POSITION**

The Denver Office of Emergency Management is seeking a Logistics Specialist to perform full performance professional level emergency management work establishing and maintaining a resource database of all City and County property and all resources from the private/public sectors that could be used on an emergency event.

**JOB RESPONSIBILITIES**

This position will be responsible for ensuring event preparedness, availability of equipment and supplies, and readiness of staff and facilities by establishing and maintaining a resource database of city/county property and all resources from the private/public sectors. This would also include establishing and maintaining the approval procedures to obtain such items and training Emergency Operations Center (EOC) staff on resource identification and procurement. This position is responsible for establishing a logistics section upon opening of the EOC, and managing the logistics section staff.

**MINIMUM QUALIFICATIONS**

Requires a Baccalaureate degree in Emergency Management, Business Administration, Public Administration, Political Science or related field plus three years of professional experience in Emergency Management which included working in a logistics area developing resource management procedures, procuring and deploying resources, managing large resource inventories, negotiating contracts, and implementing NIMS/ICS. A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

The ideal candidate will also possess emergency management experience, including establishing point of distribution (PODs) staging areas, and shelters; work experience with a resource database and have a basic knowledge of GIS applications.

**ADDITIONAL INFORMATION** To be considered for this position qualified candidates must apply on-line at [www.denvergov.org/jobs](http://www.denvergov.org/jobs) . 100% Supplemental Exam

RESUMES MAY BE FILED ONLINE AT:  
<http://www.denvergov.org/jobs>

EXAM #00233 EMERGENCY MANAGEMENT LOGISTICS SPECIALIST  
(EMERG MGMT COORDINATOR)